

URL: \_\_\_\_\_

## Login to CompassLearning Odyssey

User Name

Password

School

Log In

**DASHBOARD:** Student Status information will be updated daily (24 hours).

**Left Panel: Student Status: (Average score for)**

1. Click on *All Activities Assigned by Me* and window of needed data: *Yesterday, last 7 days, last 30 dates, year to date.*

2. The icons on the left represent 3 status levels:



0-59%, 60-69%, 70-100%

3. Locate the student on the list, click on the student name.
4. The pop up window will display the student's last **10 activities with lowest score grouped by assignment.**
5. Scroll down on the pop up window and select **Student details** if you would like to further report on this student's progress. This takes you to *My Students, Students & Classes* where you can use the *Run Report* shortcut.

**Right Panel: At A Glance: (Select applicable Tab as per Implementation Model in your School/District.)**

1. Select **Assignments** tab and see the pie chart results. **Use the left and right arrows or the down selection arrow for assignments.**
2. Select **Assessments** tab and see the pie chart results. (If you have not assigned assessment, there will be no data available.) **Select the Standard set, state, and assessment assignment.**
3. Click on a section of the pie chart to drill down further to a student fly out list and results.

**Entering Teacher Email Address: \*Required**

1. Click on the teacher name link on upper right.
2. Enter appropriate email address in the field.
3. Depending on permissions, other fields may/may not be available.

**Need Help:**

1. Click **Help** link on upper right.
2. Type search word(s) in the search field.

Activity #



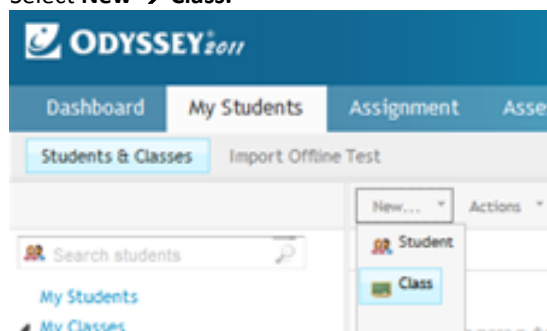
**Launching an Activity:**

1. Click on the empty field labeled Activity# and type in the Activity # you want to preview.
2. Click on the go arrow or press enter to launch the activity from the Dashboard (as a teacher in preview mode).

**MY STUDENTS:**

**Creating a Class (Where applicable)**

1. Select **My Students** option on navigation bar.
2. Select **Students & Classes** in sub-navigation bar.
3. Select **New → Class.**



4. Class pop up box appears → Type in a class name (use school naming convention) **\*Required Field.**
5. If this class is specific to a grade level and subject area, you may label as such.
6. Include a Class ID, if available
7. Attach a secondary teacher to this class, if applicable.
8. Click **Save.** (Your new class will save under My Classes.)

**Adding an existing student to your class**

*An existing student is one who is already in the student database, but not in your class.*

1. Click **My School** on left panel → **Students**
2. Check the box(es) next to student(s) you want to add to your class (Can choose multiple students on multiple pages).
3. **Option 1:** Select **Actions → Add to Class OR**
4. **Option 2:** **DRAG** selected students and **DROP** into the correct class in **My Classes.** (Once you place the cursor over student names, you see a little hand and you will see the number of students. selected as confirmation. (Example: 3 Students Selected)

5.

**\*If you do not find the student you are looking for in the Student database, follow the procedures set up for your school for creating a new student or contact your System Administrator.**

## **BUILDING ASSIGNMENTS**

1. Select **Assignments** on the **Navigation Bar**.
2. Click **Assignment Builder** on the **sub-Navigation Bar**.
3. Select the desired **subject** and level.
4. Select to search by **Sequences, Skills, or Standards**.
5. Enter a key word in the search box and search - or
6. Click **topic titles** to view content and descriptions.
7. Click **lesson titles** to reveal the activities.
8. Click individual **activity titles** to preview the online activity (activity #s appear on this level).
9. To assign activities, click in the box to the left of the title (*multiple activities may be selected.*)
10. Click on the **Add Selected Tasks** button.
11. Enter a unique assignment name for easy reference.
12. Choose assignment order **Sequential, Self-Select (default), or Auto-Launch**.
13. Click **Complete Assignment**.
14. Include a description of this assignment in the box.
15. Select **Availability, Subject, Level**.
16. Change additional assignment options if necessary
  - a. Suppress Duplicate Activities – default is Yes.  
(Students will not receive passed activities within the same assignment more than once.)
17. Choose to **assign** now or later – **Next**
18. Confirm assignment – **Close**

## **ASSIGNMENT ARCHIVE**

*View, edit, or assign saved assignments*

1. Select **Assignments** on the **Navigation Bar**
2. Click **Assignment Archive** on the **sub-Navigation Bar**
3. Select **Availability, Subject, Level - Search**
4. Click the button in front of the assignment

### **Assigning a saved assignment**

1. Click **Assign to students**
2. Select the box next to class name to assign to all students or click on the plus(+) sign to check selected students

### **Editing an assignment**

1. Click **Edit** – make necessary changes
2. If you want to edit content, click **Edit Tasks**
3. *Do you want to edit this assignment for all students, or do you want to select the students who will receive the edited assignment? Select **All Students** or **Selected Students***
4. Make necessary edits in Assignment Builder (change order, add/remove activities, add decision points)
5. Click **Complete Assignment**
6. If you chose **All Students** in **step 5**, you will get a message that says *-You are about to apply the changes to all*

*students who have been assigned to this assignment. Do you want to proceed? OK or Cancel*

7. If you chose **Selected Students** in **step 5** continue to complete the assignment and assign to selected students

**Tip:** consider the outcome of editing an assignment that has already been started by the student. Also, refer to the Assessment help if considering editing an assessment.

### **Copying an assignment**

1. Click **Open a Copy**
2. Make any changes in **Assignment Builder**
3. Enter a unique assignment name
4. Click **Complete Assignment** - Assign to students

### **Un-assigning an assignment:**

1. Select **Assignments – Assignment Status**
2. Select **Availability, Level - Search**
3. Make selection by *assignment or student*
4. Select the button in front of the assignment or search for the student
5. Click **View Status**
6. Check the box in front of choice - **Unassign**

### **Class Progress**

1. Select **Assignments – Class Progress**
2. Click **Details** for class or individual results

## **PROGRESS REPORT**

**Generating a Student Progress Report: (There are several options for generating reports.)**

1. Select **Reports** on **Navigation Bar**
2. On left under Odyssey Reports select **Progress Reports**
3. You will see the Default Templates listed in the center pane OR
  - 3a. Create a **New Report** by clicking on the **New Report** option from the data grid menu






**Practice Student Progress Report 07-25-2011**


Details → Curricula → Assignments → Students → **Schedule & Run** \* Required

**Schedule**

Status: \* ☒ On ☐ Off

Start: \* 08/23/2011  

Stop: \* 12/30/2011 

Run report: \* Every week  on:

☐ Monday

☐ Tuesday


☐ Wednesday

☐ Thursday

☒ Friday

☐ Saturday

☐ Sunday

 NOTE: If you schedule a report to run more than once, the report settings template will be saved in My Templates.

**Send**



Send notification to:

☒ tk@verizon.net

us@compasslearning.com;you@anywhere.com;them@anywhere.com

\* Use commas to separate email addresses.


Include files: ☒ PDF ☒ CSV

File size:  Do not include if > 5 Mb 

Message: 500 characters left

Attached are the files you requested on Student data for this week, etc.

\* We will add your custom message to our default email. Only plain text is allowed.

 The new report template is saved.

Cancel Save Template Schedule Run

4. To use the Default Student Progress Report Template click the **Settings** option on the right of the selected report
5. Within the reports options selector window, select the options needed for each tab: **(Depending on the report type, there will be similar tabs and criteria to select.)**
  - a. **Details**
  - b. **Curricula**
  - c. **Assignments** (Tip: Select the assignment(s) and CLICK on **+Add Selected Items.**)
  - d. **Students** (Tip: Select My Classes and select an entire class or more than one class or My Students and select the student(s) and CLICK on **+Add Selected Items.**)
  - e. **Schedule & Run** \*See below
6. You may save this as your own **Template** → Click **Save Template (Type in a template name.)** (Your report templates will save in the My Templates areas where appropriate. Example: A Progress Reports Template will save in **All My Reports** as well as **My Progress Reports** under the Reports Option.)
7. Click **Run**

8. **\*To Schedule reports enter report settings: Follow steps 1-6.** In the **Schedule and Run** Tab - Select the **ON** option for **Status** and enter the required **Start** and **Stop** dates.
9. Select the number of times you want the report to run during the time frame schedule
10. **Note:** The User's email address with default as checked for **notifications.**
11. Enter all the email addresses separated by a comma for those to receive this notification and/or the report.
12. Include whether you want the actual report files emailed to those addresses and select a format of PDF or CSV. File Size suggestion: Check on email size availability of recipients and set accordingly.
13. Enter a **message** for recipients.
14. **Save Template** – Saves these options in your templates folder.
15. **Schedule** – Sets up a reminder that this report will run beginning on Start Date for the time frame you selected.
16. **Run** – Triggers the system to generate a just-in-time report.

## **RESOURCES**

1. Select the **Content** option from the **Navigation Bar**.
2. Select **Resources** from the sub **Navigation Bar**.
  - a. Release Notes
  - b. Support Options
3. To Access **Scope and Sequence** documents, access the appropriate Odyssey Tabs. (Example: Odyssey **Math** or Odyssey **Language Arts Tabs** for levels K-8, **Odyssey High School** Tab for high school subjects, and **Odyssey Middle School Science** Tabs for science courses.
4. **Math Tab** – access Math Toolkit for demonstration and instruction.

## **The Binder Concept: What are Binders?**

Binders are sub-groups of your student list. Teachers can create a group of students they want to report on by creating a binder from the My Students Page.

Individual students, groups of students, and/or classes can be placed in a binder. Instead of having to drill down through the users on the Students tab of the reports, the binder can be chosen to report on.

### **To create a binder:**

- Go to the **My Students** option on the **Navigation Bar**.
- From the data grid menu, choose the **New** button.
- Choose **Binder**.
- Provide a Binder Name. (\*Required)
- Click on the list where you will get students from (My Students, My Classes)
- Select the students and drag into Binder (or **Actions → Add to Binder**)

### **V 2011 Note:**

**Message Center** and **Odyssey Community** are now accessible as options on the Navigation Bar.